

EASEMENT /DEED RECORDING REQUIREMENTS

1. Names and official titles must be typed or clearly printed beneath the signatures of individual grantees, corporate officers and witnesses. The name of the corporation must be clearly printed or typed. The grantee's address must be provided. In addition, the Certificate of Corporation must be submitted.
2. The Corporate Seal must be affixed to the document.
3. An accurate metes, bounds and area description shall be incorporated into the deed/easement, either clearly printed or typed into the document, and a map of the easement no larger than 11' x 17" which includes the metes, bounds and area shall be attached. The attached map must be clearly referenced on the deed/easement. The map and descriptions must be signed and sealed by a licensed N. J. Land Surveyor.
4. The reference to the map from which the metes and bounds description was prepared must be clearly printed or typed, including map title, preparer's name and address, signature and date and revision dates of map.
5. Acknowledgements for individuals and/or corporations must be provided, including signature and seal of a Notary Public of the State of New Jersey. Names and titles must be typed or clearly printed beneath the signatures. Dates must also be provided.
6. The preparer of the document must be provided on the face of the document and must be signed with name and title typed or clearly printed beneath the signature.
7. The signatures must be original.
8. The consideration must appear on the face of the acknowledgement.
9. If the applicant/owner has the easements /deeds prepared they must be reviewed by County Counsel, Cape May County Subdivision and Site Plan Review Committee and the County Engineer.
10. Once the easement/deed is found acceptable, the application (subdivision or site plan) shall be approved and the deed shall be forwarded to the County Clerk's office by County Counsel for recording.